

## Civil Service On-line System



Closing out a Certification


October 25, 2016


## View & Process Referred Candidates – Closing Out a Certification

1. Go to: **<http://www.neogov.com/>**
2. Click on the Login link in the upper-right-hand corner
3. Enter your Username and Password
4. Click on the My List link in the upper-right-side (displays all referred lists for the Hiring Manager)
5. Review all columns of information. Notice that there are 2 links.
6. Click on the **Print** link in the Applications column for the specific requisition. Applicant contact information is based on when the application was received by this office.

## Process all Candidates – as a Hiring Manager/Liaison

7. Click on the **View** link in the Candidates column for the specific requisition

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[Show All Lists in My Department](#)

Referred Lists

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. # or list title:  [Show Archived Lists](#)Search by hiring manager: 

3 records found.

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## 8. Review list details at the top of the page

Referred Candidates

|   |                              |                  |                                 |
|---|------------------------------|------------------|---------------------------------|
| Requisition #   | 00256                        | Job Type         | Permanent Full-Time             |
| Requisition Title   | Police Officer               | Vacancies        |                                 |
| Working Title   | Police Officer Training Reqs | HR Analyst       | Gross, Veronica                 |
| Department  | HRD                          | HR Analyst Phone |                                 |
| Division  |                              | HR Liaison       | Training, Civil Service On-line |
| Positions   |                              | HR Liaison Phone |                                 |
| Comments: 10/21/16 [C. Training]: Civil Service On-line System Training |                              |                  |                                 |

|                   |                           |                     |             |                |                         |
|-------------------|---------------------------|---------------------|-------------|----------------|-------------------------|
| Referred ( 8093 ) | Interview Scheduled ( 0 ) | Offer Pending ( 0 ) | Hired ( 0 ) | Rejected ( 1 ) | Rejection Pending ( 0 ) |
|-------------------|---------------------------|---------------------|-------------|----------------|-------------------------|

| Signature                | Referred Rank | Name                  | Preference | Veteran Status | Elig List Type | Seniority Date | Notices | Muni Note |
|--------------------------|---------------|-----------------------|------------|----------------|----------------|----------------|---------|-----------|
| <input type="checkbox"/> | 1             | ALMEIDA , MICHAEL A   |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | BERGERON , DAVID C    |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | BISHOP , ERIK D       |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | BOLCOME , ZACHARY J   |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | BOTTARI , MARTIN F    |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | CALI , CHRISTOPH L    |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | CAPPIELLO , ANTHONY H |            | DV             | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | CARDARELLI , MARK C   |            | DV             | Normal         | 06/25/2012     | N/A     |           |
| <input type="checkbox"/> | 1             | COHEN , BENJAMIN J    |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | CUNNINGHAM , RONALD E |            | DV             | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | DOLBRUS , ISMAEL      |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | DONOVAN , COREY J     |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | DONOVAN , SEAN M      |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | FISHER , WILLIAM J    |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | FLORES , JOSE A       |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | FLYNN , JOSEPH T      |            | VET            | Normal         |                | N/A     |           |
| <input type="checkbox"/> | 1             | FOLLOM , FRANK        |            | VET            | Normal         |                | N/A     |           |

## View Your Action Options: Schedule Interview, Make Offer, Hire or Reject

9. Place a check mark in the box next to the name of the candidate you want to take action on, then select the action from the action box.

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Referred Candidates

|                                      |   |
|--------------------------------------|---|
| Requisition # <b>04010</b>           | Job Type <b>Permanent Full-Time</b>               |
| Requisition Title <b>Firefighter</b> | Vacancies <b>3</b>                                |
| Working Title <b>Firefighter</b>     | HR Analyst <b>Training, Civil Service On-line</b> |
| Department <b>HRD</b>                | HR Analyst Phone                                  |
| Division                             | HR Liaison <b>Training, Civil Service On-line</b> |
| Positions                            | HR Liaison Phone                                  |

Comments: 08/03/16 [C. Training]: HRD has been authorized to process the reemployment list and open competitive list to fill the vacancies. Selection must be made from 1 of the first 3 highest willing to accept. Candidates must indicate their interest on or before 08/10/2016. Once given a conditional offer of employment, candidates must take and pass the initial hire Medical Exam and Physical Ability Test. Please note the 2014 Firefighter eligible list will expire on 11/30/2016.

Show List View

Referred ( 2 )
Interview Scheduled ( 0 )
Offer Pending ( 0 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 0 )

| <input type="checkbox"/>            | Signature | Referred Rank | Name                   | Veteran Status | Notices |
|-------------------------------------|-----------|---------------|------------------------|----------------|---------|
| <input checked="" type="checkbox"/> |           | 1             | <u>Gross, Veronica</u> | CIV            | N/A     |
| <input checked="" type="checkbox"/> |           | 1             | <u>Howard, Bruce</u>   | CIV            | N/A     |

== Select ==
Schedule Interview
Make Offer
Hire
Reject
Email Notify
Mail Merge

2 Records Found

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## Make a Hire – Selecting a Candidate as Hired

10. Place a check mark in the box next to the applicant's name that you would like to HIRE. Select **Hire** from the Action dropdown, click on Go.

Show List View

Referred ( 2 )
Interview Scheduled ( 0 )
Offer Pending ( 0 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 0 )

| <input type="checkbox"/>            | Signature | Referred Rank | Name                   | Veteran Status | Notices |
|-------------------------------------|-----------|---------------|------------------------|----------------|---------|
| <input type="checkbox"/>            |           | 1             | <u>Gross, Veronica</u> | CIV            | N/A     |
| <input checked="" type="checkbox"/> |           | 1             | <u>Howard, Bruce</u>   | CIV            | N/A     |

Hire
Go

2 Records Found

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11. Update appropriate date fields and enter comments.
12. Click on the No Approvals
13. Click on **Save and Release** button at the bottom of the screen, the applicant is marked as hired and moved to the Hired section and your HRD Analyst receives an email that a HIRE action has been entered into the system.

|                   |                    |                  |   |
|-------------------|--------------------|------------------|---|
| Requisition #     | <b>04010</b>       | Job Type         | <b>Permanent Full-Time</b>                    |
| Requisition Title | <b>Firefighter</b> | Vacancies        | <b>3</b>                                      |
| Working Title     | <b>Firefighter</b> | HR Analyst       | <b><u>Training, Civil Service On-line</u></b> |
| Department        | <b>HRD</b>         | HR Analyst Phone |   |
| Division          |                    | HR Liaison       | <b><u>Training, Civil Service On-line</u></b> |
| Positions         |                    | HR Liaison Phone |   |

|   |  |            |
|---|--|------------|
|   |  | * Required |
| Name:                                     | Bruce Howard                               | 13316520   |
| Status:                                   | Hired                                      |            |
| * Offer Date:                             | <input type="text" value="10/24/16"/>      |            |
| Offer Amount: \$                          | <input type="text"/>                       |            |
| Bonus Amount: \$                          | <input type="text"/>                       |            |
| * Answer Date:                            | <input type="text" value="10/24/16"/>      |            |
| * Filled On Date:                         | <input type="text" value="10/24/16"/>      |            |
| * Start Date:                             | <input type="text" value="10/24/16"/>      |            |
| Orientation Date:                         | <input type="text" value="10/24/16"/>      |            |
| Keep Active on Eligible List:             | No <input type="button" value="v"/>        |            |
| Comments:                                 | <input type="text" value="CSOS Training"/> |            |
| <small>2500 character limit</small>       |  |            |
| Initial-Hire PAT Pass Date (mm/dd/yyyy) : | <input type="text" value="10/24/2016"/>    |            |
| No Approvals                              | <input checked="" type="checkbox"/>        |            |



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## 14. The selected candidate is now in the Hired area.

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Referred Candidates

Requisition # **04010**

Requisition Title **Firefighter**

Working Title **Firefighter**

Department **HRD**

Division

Positions

Job Type **Permanent Full-Time**

Vacancies **3**

HR Analyst **Training, Civil Service On-line**

HR Analyst Phone

HR Liaison **Training, Civil Service On-line**

HR Liaison Phone

Comments: 08/03/16 [C. Training]: HRD has been authorized to process the reemployment list and open competitive list to fill the vacancies. Selection must be made from 1 of the first 3 highest willing to accept. Candidates must indicate their interest on or before 08/10/2016. Once given a conditional offer of employment, candidates must take and pass the initial hire Medical Exam and Physical Ability Test. Please note the 2014 Firefighter eligible list will expire on 11/30/2016.

Show List View

Referred ( 1 )

Interview Scheduled ( 0 )

Offer Pending ( 0 )

Hired ( 1 )

Rejected ( 0 )

Rejection Pending ( 0 )

| Signature                | Referred Rank | Name          | Veteran Status | Print PA              | Notices | Hire                    |
|--------------------------|---------------|---------------|----------------|-----------------------|---------|-------------------------|
| <input type="checkbox"/> | 1             | Howard, Bruce | CIV            | <a href="#">Print</a> | N/A     | <a href="#">Details</a> |

== Select ==

Go

1 Record Found

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## 15. Reject a Candidate

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Referred Candidates

Requisition # **04010**

Requisition Title **Firefighter**

Working Title **Firefighter**

Department **HRD**

Division

Positions

Job Type **Permanent Full-Time**

Vacancies **3**

HR Analyst **Training, Civil Service On-line**

HR Analyst Phone

HR Liaison **Training, Civil Service On-line**

HR Liaison Phone

Comments: 08/03/16 [C. Training]: HRD has been authorized to process the reemployment list and open competitive list to fill the vacancies. Selection must be made from 1 of the first 3 highest willing to accept. Candidates must indicate their interest on or before 08/10/2016. Once given a conditional offer of employment, candidates must take and pass the initial hire Medical Exam and Physical Ability Test. Please note the 2014 Firefighter eligible list will expire on 11/30/2016.

Show List View

Referred ( 1 )

Interview Scheduled ( 0 )

Offer Pending ( 0 )

Hired ( 1 )

Rejected ( 0 )

Rejection Pending ( 0 )

| Signature                           | Referred Rank | Name            | Veteran Status | Notices |
|-------------------------------------|---------------|-----------------|----------------|---------|
| <input checked="" type="checkbox"/> | 1             | Gross, Veronica | CIV            | N/A     |

Reject

Go

1 Record Found

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## 16. Select the appropriate Rejection Reason

|                                      |   |
|--------------------------------------|---|
| Requisition # <b>04010</b>           | Job Type <b>Permanent Full-Time</b>               |
| Requisition Title <b>Firefighter</b> | Vacancies <b>3</b>                                |
| Working Title <b>Firefighter</b>     | HR Analyst <b>Training, Civil Service On-line</b> |
| Department <b>HRD</b>                | HR Analyst Phone                                  |
| Division                             | HR Liaison <b>Training, Civil Service On-line</b> |
| Positions                            | HR Liaison Phone                                  |

\* Required

Name: Veronica Gross 13316515

\* Reason: **Failed to Respond to Notice of Vacancy**

Comments:

- Age Requirement Failure Chapter 31 Section 58A
- Age Requirement Failure Chapter 31 Section 58
- appointed prior eligible list
- Bypass- See Comments
- Conditional Offer of Employment Rescinded
- Failed Dept of Correction PAT
- Failed CORI
- Failed Initial-Hire PAT Twice
- Failed to complete the process
- Failed to Appear for Interview
- Failed Background Check
- Failed Psychological Screen Twice
- Failed medical examination
- Failed to Respond to Notice of Vacancy
- Failed to Return/Complete Employment Packet
- Does not have required License
- No action taken by the community - no hires - candidates willing to accept
- PAR03 Removal action all lists
- PAR09 Removal Action
- Residency Preference Challenged PAR 09 REMOVAL
- Refused Job Opportunity
- Veteran Status Challenged
- Willing to Accept - Not selected
- Willing to accept-not reached on list
- Withdraw

## 17. Then **Select Save** and the system will return you to your referral list

\* Required

Name: Veronica Gross 13316515

\* Reason: **Failed to Respond to Notice of Vacancy**

Comments:

Save

Cancel

|                   |   |                  |                                 |
|-------------------|---|------------------|---------------------------------|
| Requisition #     | 04010   | Job Type         | Permanent Full-Time             |
| Requisition Title | Firefighter   | Vacancies        | 3                               |
| Working Title     | Firefighter   | HR Analyst       | Training, Civil Service On-line |
| Department        | HRD   | HR Analyst Phone |                                 |
| Division          |   | HR Liaison       | Training, Civil Service On-line |
| Positions         |   | HR Liaison Phone |                                 |
| Comments:         | 08/03/16 [C. Training]: HRD has been authorized to process the reemployment list and open competitive list to fill the vacancies. Selection must be made from 1 of the first 3 highest willing to accept. Candidates must indicate their interest on or before 08/10/2016. Once given a conditional offer of employment, candidates must take and pass the initial hire Medical Exam and Physical Ability Test. Please note the 2014 Firefighter eligible list will expire on 11/30/2016. |                  |                                 |

[Show List View](#)

| Referred ( 0 )                     |               | Interview Scheduled ( 0 ) |                | Offer Pending ( 0 )   |         | Hired ( 1 )             |  | Rejected ( 0 ) |  | Rejection Pending ( 1 ) |  |
|------------------------------------|---------------|---------------------------|----------------|-----------------------|---------|-------------------------|--|----------------|--|-------------------------|--|
| <input type="checkbox"/> Signature | Referred Rank | Name                      | Veteran Status | Print PA              | Notices | Hire                    |  |                |  |                         |  |
| <input type="checkbox"/>           | 1             | Howard, Bruce             | CIV            | <a href="#">Print</a> | N/A     | <a href="#">Details</a> |  |                |  |                         |  |
| 1 Record Found                     |               |                           |                |                       |         |                         |  |                |  |                         |  |

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## Tabbed View (default view)

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Referred Candidates

|                   |             |                  |                                 |
|-------------------|-------------|------------------|---------------------------------|
| Requisition #     | 04010       | Job Type         | Permanent Full-Time             |
| Requisition Title | Firefighter | Vacancies        | 3                               |
| Working Title     | Firefighter | HR Analyst       | Training, Civil Service On-line |
| Department        | HRD         | HR Analyst Phone |                                 |
| Division          |             | HR Liaison       | Training, Civil Service On-line |
| Positions         |             | HR Liaison Phone |                                 |

Comments: 08/03/16 [C. Training]: HRD has been authorized to process the reemployment list and open competitive list to fill the vacancies. Selection must be made from 1 of the first 3 highest willing to accept. Candidates must indicate their interest on or before 08/10/2016. Once given a conditional offer of employment, candidates must take and pass the initial hire Medical Exam and Physical Ability Test. Please note the 2014 Firefighter eligible list will expire on 11/30/2016.

Show List View

Referred ( 0 )
Interview Scheduled ( 0 )
Offer Pending ( 0 )
Hired ( 1 )
Rejected ( 0 )
Rejection Pending ( 1 )

| Signature                | Referred Rank | Name          | Veteran Status | Print PA              | Notices | Hire                    |
|--------------------------|---------------|---------------|----------------|-----------------------|---------|-------------------------|
| <input type="checkbox"/> | 1             | Howard, Bruce | CIV            | <a href="#">Print</a> | N/A     | <a href="#">Details</a> |

== Select ==
Go

1 Record Found

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## List View

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Referred Candidates

Requisition #

04010

Job Type

Permanent Full-Time

Requisition Title

Firefighter

Vacancies

3

Working Title

Firefighter

HR Analyst

Training, Civil Service On-line

Department

HRD

HR Analyst Phone

Division

HR Liaison

Training, Civil Service On-line

Positions

HR Liaison Phone

Show Tabbed View

Referred

| Signature   | Referred Rank | Name | Veteran Status | Notices |
|---|---------------|------|----------------|---------|
| <div> == Select == Go </div> <div> No records found. </div> |               |      |                |         |

Interview Scheduled

| Signature   | Referred Rank | Name | Veteran Status | Notices | Interview |
|---|---------------|------|----------------|---------|-----------|
| <div> == Select == Go </div> <div> No records found. </div> |               |      |                |         |           |

Offer Pending

| Signature   | Referred Rank | Name | Veteran Status | Notices | Offer |
|---|---------------|------|----------------|---------|-------|
| <div> == Select == Go </div> <div> No records found. </div> |               |      |                |         |       |

Hired

| Signature                | Referred Rank | Name          | Veteran Status | Print PA              | Notices | Hire                    |
|--------------------------|---------------|---------------|----------------|-----------------------|---------|-------------------------|
| <input type="checkbox"/> | 1             | Howard, Bruce | CIV            | <a href="#">Print</a> | N/A     | <a href="#">Details</a> |

== Select ==
Go

1 record found.

Rejected

| Signature   | Referred Rank | Name | Veteran Status | Notices | Rejection |
|---|---------------|------|----------------|---------|-----------|
| <div> == Select == Go </div> <div> No records found. </div> |               |      |                |         |           |

Rejection Pending

| Signature                | Referred Rank | Name            | Veteran Status | Notices | Rejection            |
|--------------------------|---------------|-----------------|----------------|---------|----------------------|
| <input type="checkbox"/> | 1             | Gross, Veronica | CIV            | N/A     | <a href="#">Edit</a> |

== Select ==
Go

1 record found.

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